

Application Checklist: Substantial Development Permit (SDP), Shoreline Conditional Use Permit, and Shoreline Variance

The following materials must be submitted with your application. *For some applications, it may not be necessary to submit all of the listed materials.* Consult with the Department of Planning and Community Development if you have any questions. Please do not submit your application until all materials that apply to your proposal have been checked off. The comment period will not be assigned or a hearing date will not be established until your application materials are complete.

Pre-submittal Conference

- ☐ A meeting with a planner is required within the six (6) months immediately prior to submittal.

Fees

- ☐ Payment to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee. An invoice will be sent through the Dashboard once the materials are considered adequate for initial City review.

Note: Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

There is an additional fee for Alternative Vegetation Plan under Section 400.1 KZC if proposed. Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

Neighborhood Meetings

- ☐ A neighborhood meeting(s) has been held (see [instruction sheet](#) on neighborhood meetings to determine if encouraged).

Plans

Dimensions Plans, drawn at 1" = 20' or a comparable scale, showing the items below as applicable to your development proposal:

All Projects:

- ☐ Property survey showing property dimensions and names of adjacent rights-of-way.
- ☐ Existing water courses and bodies, public and private roadways, rockeries within the shoreline setback, and other relevant man made or natural features on or abutting the subject property.
- ☐ Location and elevation of ordinary high water mark (OHWM) of the subject property at an elevation of 18.5 feet for Lake Washington based on NAVD 88 datum.
- ☐ Linear feet of shoreline measured along the entire property edge.
- ☐ Existing properties, rights-of-way, structures and other improvements within 200 feet of the subject property, including all in-water structures.

- ☐ For new or expanded primary structure located in the Residential L (A), provide the shoreline setback of the two adjacent primary structures and the location of the (OHWM) of each adjacent property.
- ☐ Wetland delineation or stream determination, if applicable, using Section 83.500 (wetlands) or Section 83.510 (streams) KZC.
- ☐ Location and size of existing and proposed utility lines and a description of water and sewer availability (Section 83.240 KZC).
- ☐ Details for the applicable requirements in the Use Specific regulations of Sections 83.200 through 250 KZC.
- ☐ Location and improvements for required public access easement walkway, if required (Sections 83.280 and 83.420 KZC).
- ☐ Proposed fill or land surface modification meeting Sections 83.310 and .330 KZC.
- ☐ On or off site mitigation, if required in Section 83.360 KZC or other sections of Chapter 83 KZC.
- ☐ For water-enjoyment and non-water oriented commercial uses and recreational uses, show details meeting the design requirements of the Site and Building Design Standards, Section 83.390 KZC.
- ☐ Proposed or revised signage meeting Section 83.460 KZC, if applicable.
- ☐ Proposed or revised lighting meeting Section 83.470 KZC, if applicable.
- ☐ Water quality and stormwater meeting Section 83.480 KZC.
- ☐ If located in geological hazard or flood hazard area, show requirements of Section 83.520 or 83.530 KZC.
- ☐ Perspective drawings, photographs, color rendering or other graphics may be needed to adequately evaluate your application. Check with planner.

Development or Use Activities Landward of Ordinary High Water Mark (OHWM)

- ☐ Location and dimensions of proposed structure(s), (including eaves, awnings, canopies, bay and greenhouse windows), decks, patios, parking areas (including degree of angle for parking stall design), driveways and roadways and other improvements.
- ☐ Location and dimensions of existing structures both landward and waterward of the OHWM, parking areas, decks and patios, driveways and other improvements. Indicate what will remain and what will be removed. *Note: see requirements of Section 83.500.5 to remove certain nonconforming structures.*
- ☐ Lot coverage calculations (Section 83.190.3 KZC).
- ☐ Number of residential units, density calculations, non-residential gross floor area, and parking calculations (Sections 83.180 and .190 KZC).
- ☐ Dimensioned building elevations drawn at 1/8" = 1" or a comparable scale showing two facades. Building height calculations and height of all structures above average existing grade level (Section 83. 190.4 KZC).
- ☐ Existing and finished grades at 2-foot contours with the precise slope of any area in excess of 15%.
- ☐ Cross sections showing existing, if applicable, and proposed building elevations and height of structures.
- ☐ Building height calculations and height of all structures above average existing grade level (Section 83. 190.4 KZC).
- ☐ Calculations and dimensions of required shoreline setback (Sections 83.180 and 190.2 KZC). If applicable, proposed setback reduction option and improvements made to the

shoreline area for reduction (Section 83.380 KZC for city-wide and Section 83.180 KZC for Finn Hill area only).

- ☐ Dimensions of required side and front yards (see applicable use zone charts in KZC, i.e. WDI-III, PLA 3B or 15A, RSA, RM).
- ☐ Dimensions and calculations of view corridors if required (Section 83.410 KZC), and any proposed improvements in the view corridor, including landscaping, parking, and fencing or other improvements.
- ☐ Outside of required shoreline setback:
 - All existing evergreen trees over 8" and deciduous trees over 12" in diameter by species and an indication of which will be saved (Chapter 95 KZC)
 - Detailed plans of proposed landscaping; size, species, location and distance apart.
- ☐ Within required shoreline setback:
 - All existing significant trees (Section 83.400.1 KZC).
 - Detailed plans showing existing and proposed native riparian vegetation along 75% of the linear frontage of the property's shoreline at a depth of 10', except 15' in depth for residential uses in the Residential-M/H shoreline environment. See Section 83.400.3 KZC for the vegetation standards and alternatives to the standard. Show calculations in meeting the standards.
- ☐ Location and screening of dumpsters for all uses except single family (Section 83.450 KZC).
- ☐ Location, dimensions and nature of any proposed easements or dedications.
- ☐ If any structure will exceed a height of 35 feet above average grade elevation:
 - A section through the highest element of the proposed building and including the slope upland from the building to a grade elevation of at least 25 feet above the highest element of the building. The drawing need not extend east of the old Burlington Northern Railroad right-of-way or at an elevation described as 25 feet above the highest element of the building, but must include other areas where views would be substantially impaired.
 - A map indicating the location of all existing structures within the distance established in the above paragraph and a list of the names and addresses of all persons owning property within this area.
 - Provide a view analysis

Pier, Marina, Boatlift or other Water Dependent Use Project (Sections 83.270 through .290 and Section 83.430 KZC):

- ☐ Proposed structures with required setback, design, dimensions and other requirements, including waste receptacle, reflectors and address sign.
- ☐ Statement on plans if Administrative Approval is proposed under Section 83.270 KZC.
- ☐ For new, major repair or enlargement of piers, show exact location of all adjacent existing in-water structures, public parks and critical areas measured from the property lines. Show setbacks to adjacent moorage facilities, including piers and all lifts.
- ☐ Existing structures and improvements waterward of the OHWM, including piers, marinas, breakwaters, boathouses, boatlifts, floats mooring piles and buoys associated with the property.

- Mitigation if required, including native plantings in the shoreline setback, in-water emergent vegetation, installation of gravel/cobble beach fill waterward of OHWM, and removal of existing skirting or in-water structures.
 - If emergent vegetation is required but not feasible, show the high water depth at the OHWM along three evenly distributed points along the shoreline edge.
 - For plantings, measure planting depth from the shoreline and linear width along the shoreline
 - For in-water fill waterward of the OHWM, show size and type of materials.
- Improved walkway landward of the lake to the shoreline edge, pier or marina if proposed (Section 83.190.d KZC).
- Boat canopy or in-water fill for boatlift, if applicable.
- For multifamily developments, number of units and proposed number of boat slips.
- For marinas or certain water dependent uses, meet requirements in Section 83.290 KZC and mitigation sequencing found in Section 83.360. Check with planner if review fee is required for City's consultant to evaluate project.
- Any proposed shoreline habitat or natural systems enhancement project (Section 83.350 KZC).
- If proposed, justification for dredging, composition and volume of dredged materials and location where dredged materials will be deposited. If disposal site is off-site, provide a map showing the precise location (Section 83.320 KZC).

Shoreline Stabilization Project (Section 83.300 KZC):

- Proposed structure showing detailed design, dimensions, any fill and other requirements in Section 83.300 KZC. Include cross sections and design recommendation for minimizing the size of the stabilization measure, including the use of gravel and cobble beach waterward of the stabilization measure.
- For new or enlarged shoreline stabilization, geotechnical report prepared by a qualified professional approved by the City showing demonstration of need to prevent erosion to the primary structure within three years and providing a feasibility study using the options in Plate 43 in Chapter 180 of the Zoning Code for soft or nonstructural measures.
- For major repair of shoreline stabilization, written narrative prepared by a qualified professional approved by the City showing demonstration of need to prevent erosion to the primary structure within three years and providing a feasibility study using the options in Plate 43 in Chapter 180 of the Zoning Code for soft or non-structural measures.
- For new and enlarged hard stabilization, include detailed plans showing gravel/cobble beach fill to increase shallow water habitat and native riparian vegetation along 75% of the linear frontage of shoreline.
- For new or enlarged soft shoreline stabilization, an assessment of erosion potential within three years (not required for replacement of existing hard to soft stabilization).
- Review fee for City's consultant to evaluate the project, if required.
- For new and enlarged hard stabilization, provide a detailed plan of the required shoreline vegetation mitigation and draft 5-year maintenance and monitoring program.
- Stairs or other water access improvement if proposed.

Conditional Use Permit Criteria (Section 141.70.2 KZC)

The applicant has the burden of proof to show that the applicable criteria are met. You will be required to respond to the following criteria (Note: WAC provisions are available on the internet or you may request the planner to provide you with a copy):

- ☐ [WAC 173-27-140](#) contains general review criteria that must be met.
- ☐ [WAC 173-27-160](#) contains criteria that must be met for a conditional use permit.
- ☐ The City will not issue a conditional use permit unless the applicant can demonstrate that the proposed use has impacts on nearby uses and the environment essentially the same or less than as the impacts that would result from a use allowed by City's the shoreline master program in that shoreline environment.

Variance Criteria (Section 141.70.3 KZC)

The applicant has the burden of proof to show that the applicable criteria are met. You will be required to respond to the following criteria (Note: WAC provisions are available on the internet or you may request the planner to provide you with a copy):

- ☐ [WAC 173-27-140](#) contains general review criteria that must be met.
- ☐ [WAC 173-27-170](#) establishes criteria that must be met for a variance permit.
- ☐ [WAC 173-27-180](#)(9) (m) establishes a criteria that must be met for a variance permit.

Other

- ☐ All materials submitted for this application must meet the following standards:

Electronic Plans & Documents:

- ☐ All files must be in Adobe PDF format. Any file that is not in PDF format must be **converted** from its native format to Adobe PDF rather than being scanned.
- ☐ Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
- ☐ All memos/reports must be either 8-½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- ☐ Photographs of models and/or material/color boards, if prepared, are required.
- ☐ Applications not submitted through MBP must provide all application materials on CD to the Planning Department for presentation at public meetings and/or permanent storage.

Paper Documents:

- ☐ Applications not submitted through MBP shall provide one paper copy of all application materials in either 8½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.